**BUREAU OF COMMUNICATIONS SERVICES**

**310 San Rafael St., San Miguel Malacañang Complex, Manila**

**FINANCE AND ADMINISTRATIVE DIVISION**

**Property & Supply Section**

**TEL. NO. 7342117 / FAX NO. 7342125**

# REQUEST FOR QUOTATION

**PR/REFERENCE NO.** **2022-09-0549** **DATE**

**Sir/Madam:**

The Bureau of Communications Services would like to request for a quotation for the following item:

| Qty. | Unit | Particulars/Specification Requirements | Unit Cost | Amount |
|---|---|---|---|---|
| 30 | packs | Matte Sticker Paper (A4, 10S/Pack) | | |
| 1 | packs | Parchment Paper | | |
| pcs | 40 | Certificate Holder/Case Card | | |
| | | | | |
| | | Please see sample below; | | |
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| | | | | |
| | | | | |
| | | | Total : | |

**LOWESITO JOAQUIN**

*CHIEF, Property & Supply Section*

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**Property & Supply Section**
**Bureau of Communications Services**
PCS Building San Rafael St.,
San Miguel Malacañang Complex, Manila

The above prices are our quotation for the article/s you wish to purchase.

Item/s are available within _____ days from date of quotation

Delivery Lead Time: _____

Terms of Payment: _____

_____
**Authorized Signature of Representative**

Supplier's Name: _____

Address: _____

Tel. No. _____

Fax No. _____

E-mail address: _____